



Where is the OST Located?

The Office of the State Treasurer (OST) is located in Olympia, Washington, on Interstate 5 between Seattle, Washington and Portland, Oregon. Olympia and the surrounding Thurston County area offer numerous social, recreational, educational, and cultural opportunities. Natural features include Puget Sound, the Olympic National Park, Mt. Rainier, Mount St. Helens and the Pacific Ocean beaches.

OST Profile:

The Office of the State Treasurer (OST) has wide ranging responsibility for management of the state's financial resources. OST provides banking, investment, debt issuance, and accounting services for state government and plays a major role in providing financial services to local government. The agency has a staff of approximately 65 employees.

We are committed to promoting and maintaining public trust and confidence through consistent application of responsible financial practices, providing quality customer service, and continually striving to improve agency efficiency and productivity through the application of innovative ideas and cost-effective technology. Our supportive work environment promotes employee growth and encourages free flowing communication. For more information, please visit our website at: <http://tre.wa.gov>.

POSITION: ADMINISTRATIVE SERVICES SPECIALIST

SALARY: \$33,000 to \$44,000 Annual (DOQ)

LOCATION: Olympia, Washington

OPENS: January 17, 2014

CLOSES: Open Until Filled

Application packets will be reviewed as they are received. Candidates are encouraged to apply early as the OST reserves the right to make an appointment anytime during the recruitment.

The Treasurer's Office has a great employment opportunity for someone looking to be part of an exciting and dynamic state agency. The position combines administrative responsibilities with significant training opportunities. Initially, the incumbent will perform administrative functions for the agency's front office, and provide administrative support and assistance to the Debt Management Division. Importantly, this position offers significant career growth opportunities with training in a wide range of activities related to essential debt team functions. These include database management, as well as an introduction to financial analysis, the municipal securities markets and its regulatory framework. Our goal is for the incumbent in this position to gain the knowledge, skills, abilities, and experience needed to advance within the Debt Management Division.

We are looking for a candidate seeking career development and growth with:

- ***Excellent customer service skills***
- ***Ability to exercise good judgment and make sound decisions***
- ***Ability to think analytically***
- ***Ability to comprehend complex directives and regulations***
- ***Ability to multi-task and take initiative***
- ***Open attitude to embrace change and challenges***
- ***Ability to thrive in a fast-paced, high-pressure environment***
- ***Strong interpersonal communication skills***
- ***Knowledge and strong experience with Microsoft Office (particularly Excel and PowerPoint)***
- ***Intermediate experience creating and editing spreadsheets and databases.***
- ***Willingness to learn the agency's relational database (TM\$)***

Does this describe you? If so, we encourage you to apply today!

OST Offers...

- The state of Washington comprehensive benefits package that includes health, dental, life and long-term disability insurance
- Vacation leave
- Sick leave
- Shared leave
- Family – Medical Leave
- Military and Civil leave
- Eleven paid holidays per year
- A state retirement plan
- Deferred Compensation Program
- Deferred College Tuition Program (GET)

The OST is committed to the practice of equal employment opportunity and non-discrimination. Persons of disability needing assistance in the application process, or those needing this announcement in an alternative format, please contact Joyce Norris, OST Human Resource Office, at (360) 902-9009 or fax (360) 704-5116, or via email to joyce.norris@tre.wa.gov

Special Note:

Candidates who are invited to an interview will be asked to sign a waiver authorizing the Office of the State Treasurer to conduct background and reference checks including credit, education verification, criminal history, and employment references.

Applicants who are determined to be finalists will be required to undergo a thorough background and reference check as part of the pre-employment selection process. This is not a commitment to employment. Finalists may also be scheduled for additional interviews.

Scope of Responsibility

The successful candidate will work independently, exercise good judgment and make sound and secure decisions within their scope of responsibility with minimal supervision. Responsible for providing primary administrative support and assistance to staff within the Debt Division and others within the Administrative Office. Performs administrative functions and activities for the agencies Administration Section.

Essential Functions

- Perform and coordinate office administration functions for the OST leg building, such as, greeting visitors, answering phones, ordering supplies, etc.
- Prepare documents including correspondence, presentations, charts, publications, and more.
- Work with the agency's Treasury Management System (TM\$). Enters, updates, queries, and maintains financial data and information within TM\$.
- Communicate with state and federal agencies to gather data and information for a variety of debt team documents and presentations.
- Participate in frequent updates relating to the municipal securities market.
- Develop skills relating to financial analysis while working with members of the Debt Management Division.
- Serve as records specialist and coordinator managing and maintaining all records for the Legislative Building staff.
- Develop and finalize transcripts for the Certificate of Participation (COP) Program Administrator.
- Schedule meetings, make travel arrangements, and other administrative tasks.
- Perform daily cashier and vault activities.

Desirable Qualifications

Bachelor's degree, preferably in a quantitative field.

Relevant experience can substitute for education on a year for year basis.

Compensation

\$33,000 to \$44,000 Annual (DOQ)

The annual compensation for the position will depend on the qualifications of the candidate selected which will include prior experience, educational background, and qualifications.

To be considered for this position, please submit:

- A letter of interest with a detailed description of experience which specifically addresses the Desirable Qualifications noted above (no more than two pages).
- A chronological resume with employment dates included.
- A completed OST application form with valid contact information for previous employers.

Send materials to:

Submit materials by email (preferred), fax, or postal service to:

Office of the State Treasurer
Attention: Joyce Norris
P.O. Box 40200
Olympia, WA 98504-0200

email: joyce.norris@tre.wa.gov

or fax 360-704-5116

Application materials will be screened for the purposes of determining who will be selected for an interview.